

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
BUREAU OF CONSTRUCTION CODES & FIRE SAFETY
P.O. BOX 30255
LANSING MI 48909
(517) 241-9317**

**Requirements for Obtaining Building Permits
from the
Bureau of Construction Codes & Fire Safety**

Residential Structures

(One-and Two-Family Residential with *less* than 3,500 square feet of calculated floor area)

- Application for Building Permit (BCCFS-324).
- Minimum of two (2) sets of plans that include the following:
 - Foundation and floor plans.
 - Roof and wall section.
 - Building elevations.
 - Site plan.

Commercial Structures

(Including One-and Two-Family Residential with *more* than 3,500 square feet of calculated floor area)

- Application for Building Permit (BCCFS-324).
- Copy of plan review approval letter. Plan review must be approved prior to a building permit being issued.

Mobile and Premanufactured Homes

- Application for Building Permit (BCCFS-324).
- Minimum of two (2) sets of plans for the foundation and the method or anchoring the unit to the foundation.
- Site plan.
- For Michigan approved premanufactured units; one (1) copy of the Building System Approval and the approved plans.

Instructions for Completing Application

Page 1 of the application: Complete all applicable sections. Note section II(c). If the homeowner is doing the construction, enter "Homeowner" in the contractor information space.

Page 2 of the application: Enter the information as required.

Page 3, Section VI of the application: Must be completed by the permit applicant and **signed**.

Section VII. Must be completed by the local governmental agency (city/township) for zoning (environmental) approval. In certain jurisdictions, a land use permit may be substituted. Note (g) and (h). Indicate whether a well or septic approval is required. Well and septic permits are typically issued by the county health department.

Schools: It is the responsibility of schools to submit for environmental control approvals as required by law, when applicable.

Building Permit Fees

Building permit fees may be obtained from the Bureau of Construction Codes & Fire Safety, by calling the Building Division, (517) 241-9317.

You will need to furnish the following information when calling

- Total square footage of the structure.
- Use group (i.e., “R-3” use group for single family homes, “U” use group for detached garages, pole barns, etc.).
- Type of construction (“5B” for wood frame construction).

If you submit your building permit application and plans without money, your application will be put on hold and you will receive an invoice for the building permit fee.

When to Call for an Inspection

Please call the building inspector’s telephone number listed on your building permit at least two (2) days prior to the time you need an inspection. A minimum of three (3) inspections are required on most structures. It is the permit holders' responsibility to call for inspections, prior to the construction being covered.

Foundation Inspection

Footing Inspection - Prior to placing concrete in piers, trenches and formwork.

Backfill Inspection - Prior to backfill and after the footings, walls, waterproofing, and drain tile are installed.

Rough Inspection

The rough inspection is to be made after the roof, all framing, firestopping, bracing, electrical, mechanical, and plumbing rough installations are in place, and before the insulation is installed.

Final Inspection

The final inspection is to be made upon completion of the building or structure, and before occupancy occurs.

Certificate of Occupancy

A new building or a building that is altered shall not be used or occupied until a Certificate of Occupancy is issued by the code official. The permit holder or their authorized agent must request a Certificate of Occupancy upon the completion of the project. This request may be verbal, however, it is recommended that a written request be sent in, which includes the building, electrical, mechanical, and plumbing permit numbers, and when applicable, the Office of Fire Safety approval number. A Certificate of Occupancy cannot be issued until all permits are finalized and the work covered by a building permit has been completed in accordance with the permit, the code, and other applicable laws and ordinances. If an electrical, mechanical, plumbing permit or fire safety approval is not required write “not applicable” on the request form in the appropriate space.

Application for Building Permit
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes & Fire Safety
Building Division
P.O. Box 30255
Lansing, MI 48909
517/241-9317

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Authority: 1972 PA 230
Completion: Mandatory to obtain permit
Penalty: Permit will not be issued

Applicant to Complete All Items in Sections I, II, III, IV, V and VI
Note: Separate Applications Must Be Completed for Plumbing, Mechanical, and Electrical Work Permits

I. PROJECT INFORMATION				
PROJECT NAME		ADDRESS		
CITY	VILLAGE	TOWNSHIP	COUNTY	ZIP CODE
BETWEEN		AND		
II. IDENTIFICATION				
A. OWNER OR LESSEE				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
B. ARCHITECT OR ENGINEER				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
LICENSE NUMBER			EXPIRATION DATE	
C. CONTRACTOR				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER	
BUILDERS LICENSE NUMBER			EXPIRATION DATE	
FEDERAL EMPLOYER ID NUMBER OR REASON FOR EXEMPTION				
WORKERS COMP INSURANCE CARRIER OR REASON FOR EXEMPTION				
MESC EMPLOYER NUMBER OR REASON FOR EXEMPTION				
III. TYPE OF IMPROVEMENT AND PLAN REVIEW				
A. TYPE OF IMPROVEMENT				
1. NEW BUILDING	3. ALTERATION	5. DEMOLITION	7. FOUNDATION ONLY	9. RELOCATION
2. ADDITION	4. REPAIR	6. MOBILE HOME SET-UP	8. PREMANUFACTURE	10. SPECIAL INSPECTION
B. PLAN REVIEW REQUIRED				
Plans must be submitted with an Application for Plan Examination and the appropriate fee before a permit can be issued, except as listed below.				
Plans are not required for alterations and repair work determined by the building official to be of a minor nature.				
Plans and specifications are required for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.				
Plan Review Submission No. _____				

IV. PROPOSED USE OF BUILDING					
A. RESIDENTIAL					
1. ONE FAMILY	3. HOTEL, MOTEL NO. OF UNITS _____	5. DETACHED GARAGE			
2. TWO OR MORE FAMILY NO. OF UNITS _____	4. ATTACHED GARAGE	6. OTHER _____			
B. NON-RESIDENTIAL					
7. AMUSEMENT	11. SERVICE STATION	15. SCHOOL, LIBRARY, EDUCATIONAL			
8. CHURCH, RELIGION	12. HOSPITAL, INSTITUTIONAL	16. STORE, MERCANTILE			
9. INDUSTRIAL	13. OFFICE, BANK, PROFESSIONAL	17. TANKS, TOWERS			
10. PARKING GARAGE	14. PUBLIC UTILITY	18. OTHER _____			
NONRESIDENTIAL-DESCRIBE IN DETAIL PROPOSED USE OF BUILDING, E.G. FOOD PROCESSING PLANT, MACHINE SHOP, LAUNDRY BUILDING AT HOSPITAL, ELEMENTARY SCHOOL, SECONDARY SCHOOL, COLLEGE, PAROCHIAL SCHOOL, PARKING GARAGE FOR DEPARTMENT STORE, RENTAL OFFICE BUILDING, OFFICE BUILDING AT INDUSTRIAL PLANT. IF USE OF EXISTING BUILDING IS BEING CHANGED, ENTER PROPOSED USE.					
V. SELECTED CHARACTERISTICS OF BUILDING					
A. PRINCIPAL TYPE OF FRAME					
1. MASONRY, WALL BEARING	2. WOOD FRAME	3. STRUCTURAL STEEL	4. REINFORCED CONCRETE	5. OTHER	
B. PRINCIPAL TYPE OF HEATING FUEL					
6. GAS	7. OIL	8. ELECTRICITY	9. COAL	10. OTHER	
C. TYPE OF SEWAGE DISPOSAL					
11. PUBLIC OR PRIVATE COMPANY			12. SEPTIC SYSTEM		
D. TYPE OF WATER SUPPLY					
13. PUBLIC OR PRIVATE COMPANY			14. PRIVATE WELL OR CISTERN		
E. TYPE OF MECHANICAL					
15. WILL THERE BE AIR CONDITIONING?	YES	NO	16. WILL THERE BE FIRE SUPPRESSION?	YES	NO
F. DIMENSIONS/DATA					
17. NUMBER OF STORIES _____	21. FLOOR AREA:		EXISTING	ALTERATIONS	NEW
18. USE GROUP _____	BASEMENT		_____	_____	_____
19. CONST. TYPE _____	1ST & 2ND FLOOR		_____	_____	_____
20. NO. OF OCCUPANTS _____	3RD - 10TH FLOOR		_____	_____	_____
	11TH - ABOVE		_____	_____	_____
	TOTAL AREA		_____	_____	_____
G. NUMBER OF OFF STREET PARKING SPACES					
22. ENCLOSED _____			23. OUTDOORS _____		

VI. APPLICANT INFORMATION					
APPLICANT IS RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES APPLICABLE TO THIS APPLICATION AND MUST PROVIDE THE FOLLOWING INFORMATION.					
NAME				TELEPHONE NO.	
ADDRESS		CITY		STATE	ZIP CODE
FEDERAL I.D. NUMBER/SOCIAL SECURITY NUMBER					
<p>I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AS HIS/HER AUTHORIZED AGENT, AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS OF THE STATE OF MICHIGAN. ALL INFORMATION SUBMITTED ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.</p>					
<p>Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.</p>					
SIGNATURE OF APPLICANT					
BUILDING PERMIT FEE ENCLOSED \$ _____			OR STATE ACCOUNT NUMBER _____		
VII. LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION					
ENVIRONMENTAL CONTROL APPROVALS					
	REQUIRED?	APPROVED	DATE	NUMBER	BY
A - ZONING	<input type="checkbox"/> YES <input type="checkbox"/> NO				
B - FIRE DISTRICT	<input type="checkbox"/> YES <input type="checkbox"/> NO				
C - POLLUTION CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
D - NOISE CONTROL	<input type="checkbox"/> YES <input type="checkbox"/> NO				
E - SOIL EROSION	<input type="checkbox"/> YES <input type="checkbox"/> NO				
F - FLOOD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO				
G - WATER SUPPLY	<input type="checkbox"/> YES <input type="checkbox"/> NO				
H - SEPTIC SYSTEM	<input type="checkbox"/> YES <input type="checkbox"/> NO				
I - VARIANCE GRANTED	<input type="checkbox"/> YES <input type="checkbox"/> NO				
J - OTHER	<input type="checkbox"/> YES <input type="checkbox"/> NO				
VII. VALIDATION - FOR DEPARTMENT USE ONLY					
USE GROUP _____		BASE FEE _____			
TYPE OF CONSTRUCTION _____		NUMBER OF INSPECTIONS _____			
SQUARE FEET _____					
APPROVAL SIGNATURE _____					
TITLE _____			DATE _____		

OFFICE USE ONLY